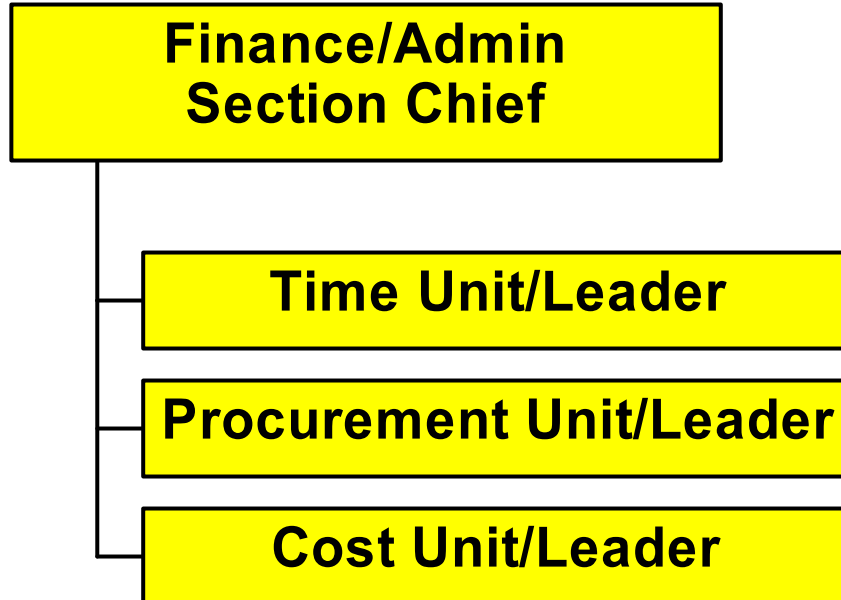


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8600 FINANCE AND ADMINISTRATION



8610 Finance/Administration Section Organization

The Finance/Administration Section is responsible for all incident costs and financial considerations. The IC will determine the need for a Finance/Administration Section, and designate an individual to perform that role. If no Finance Section is established, the IC will perform all finance functions. The Finance/Administration Section is set up for any incident that may require on-site financial management. More and more, larger incidents are using a Finance/Administration Section to monitor costs. Smaller incidents may also require certain Finance/Administration functions. For example, additional units (i.e. Time, Procurement, Cost) of the Finance/Administration Section may be established for such things as procuring special equipment, contracting with a vendor, or for making cost estimates of alternative strategies. Additional units may be required and they will be established based upon need.

8620 Roles and Responsibilities

8620.1 Finance/Administration Section Chief

The Finance/Administration Section Chief, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

- Review common responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*

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8620.2 Time Unit / Leader

The Time Unit Leader is responsible for equipment and personnel time recording.

- Review common responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*

8620.3 Procurement Unit / Leader

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts

- Review common responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*

8620.4 Cost Unit / Leader

The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.

- Review common responsibilities as per organizational guidance such as *USCG Incident Management Handbook COMDTPUB P3120.17*

8630 Access to Funding

Funding of response operations is the responsibility of each participating agency unless otherwise authorized by law, regulation or mutual agreement. In the event of a facility or vessel fire, which threatens to release, or actually releases, oil into the navigable waters of the United States, some reimbursement of response costs may be available from the Oil Spill Liability Trust Fund. Marine Safety Office San Francisco Bay will handle these costs. For an incident involving removal of hazardous materials, some reimbursement of response costs may be available from Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Marine Safety Office San Francisco Bay will handle these costs.